

TIES
Technology and Information Educational Services
Executive Committee Meeting

July 20, 2016

Pursuant to due call and notice thereof, the regular monthly meeting of the Executive Committee of TIES, Technology and Information Educational Services, began at 7:09 a.m. on Wednesday, July 20, 2016, in the Hamline Room, TIES 1640 Larpenteur Avenue, Falcon Heights, Minnesota. The meeting was called to order by Mr. Dan Luth, Executive Committee Chair. Other members present included: Mr. Mike Bash; Mr. Jim Burgett; Dr. Deb Henton; Mr. David Law; Ms. Denise Pontrelli; Dr. John Schultz (arrived at 7:12 a.m.); Mr. Jim Skelly; Mr. Steve Buettner, Coordinator Rep; and Dr. Mark Wolak, Executive Director. Also present were TIES Staff Members Phil Belden, Manager of Building Operations; Shana Finnegan, Chief Operating Officer; Georgia Kedrowski, Chief Experience Officer; Denise Sundstrom, Chief Financial Officer; and Corey Tramm, Chief Technology Officer. Members absent: Mr. Scott Thielman.

Mr. David Law moved, seconded by Mr. Mike Bash, approval of the agenda. The motion carried unanimously.

Agenda Item 5.0: Election of Officers for 2016-2017:

5.1 Election of Chairperson: Mr. Mike Bash nominated Mr. Dan Luth, Board Representative, Burnsville-Eagan-Savage, for chairperson, seconded by Dr. Deb Henton. The motion carried unanimously.

5.2 Election of Vice Chairperson: Dr. Deb Henton nominated Dr. John Schultz, Superintendent, Hopkins, for vice chairperson, seconded by Mr. Mike Bash. The motion carried unanimously.

5.3 Election of Clerk: Mr. David Law nominated Dr. Deb Henton, Superintendent, North Branch, Ms. Denise Pontrelli seconded. The motion carried unanimously.

5.4 Election of Treasurer: Mr. Jim Burgett nominated Mr. Mike Bash, Board Representative, Orono, Mr. David Law seconded. The motion carried unanimously.

The 2016-2017 officers are: Mr. Dan Luth, Chairperson; Dr. John Schultz, Vice Chairperson; Dr. Deb Henton Clerk; and Mr. Mike Bash, Treasurer.

Agenda Item 6.0: Consent Agenda Items - Organizational: Mr. David Law moved, seconded by Dr. John Schultz, approval of the organizational consent agenda. The motion carried unanimously.

6. 1. Compensation for Executive Committee Members: BE IT HEREBY RESOLVED that the Executive Committee compensation is a flat rate of \$4,000 annually. Payment for the chair of the executive committee would be an additional \$1,200 for extra meetings attended while serving in the role.

6. 2. Designation of Official Depository: BE IT HEREBY RESOLVED that the Executive Committee designates the US Bank at 2690 Snelling Avenue North, Roseville, and Venture Bank at 6210 Wayzata Boulevard, Golden Valley, as the official depositories for TIES from July 20, 2016 to July 31, 2017.

6. 3. Designation of Sub-Depositories for Investment Purposes: BE IT HEREBY RESOLVED that the Executive Committee designates the following banking institutions or funds as sub-depositories

for TIES' funds, for investment purposes only, July 20, 2016 to July 31, 2017: US Bank, Minnesota School District Liquid Asset Fund, Venture Bank.

6. 4. Authorization of Designees to Make Investments, etc.: BE IT HEREBY RESOLVED that the Executive Committee authorizes the Chief Financial Officer or the Senior Accountant to make financial investments and electronic fund transfers; and

Authorizes US Bank, to electronically transmit credit and debit entries initiated by TIES to US Bank for the direct deposit of employee payroll; and

Authorizes the following to approve pledged collateral prior to the Treasurer's signature and depositing for safekeeping: the Chief Financial Officer or the Senior Accountant; and

Authorizes the Chief Financial Officer or the Senior Accountant to be able to use online banking at US Bank to manage cash, etc.

6. 5. Designation of Authorized Check Signers: BE IT HEREBY RESOLVED that the Executive Committee designates the elected Chairperson, Clerk and Treasurer as the official check-signers for TIES Fiscal Year 2016-17.

6. 6. Designation of Official Publication: BE IT HEREBY RESOLVED that the Executive Committee designates the *St. Paul Pioneer Press* as the official publication for TIES during fiscal 2016-17.

6. 7. Designation of Legal Counsel: BE IT HEREBY RESOLVED that the Executive Committee authorizes the Executive Director, the Chief Operating Officer, or the Chief Financial Officer to acquire such legal counsel services for TIES as necessary to meet the needs of the organization in 2016-17, and

BE IT HEREBY RESOLVED that the Executive Committee approves the 2016-17 hourly rate of service invoiced at a standard hourly rate basis for all attorneys in the firm.

6. 8. Resolution Authorizing Executive Director, Chief Operating Officer, or the Chief Financial Officer to Sign Contracts: BE IT HEREBY RESOLVED by the Governing Board of TIES that the Executive Director, the Chief Operating Officer, and the Chief Financial Officer shall have the authority to execute and deliver contracts within the adopted budget, as approved by the Governing Board. Any transaction in an amount exceeding the minimum for which bids are required must first be specifically authorized by the Governing Board and must fulfill all other applicable requirements.

6. 9. Resolution Authorizing Executive Director or the Chief Financial Officer to Sign Certified Copy of Resolutions (CCR) for Financial Institutions: BE IT HEREBY RESOLVED that the Executive Director or the Chief Financial Officer has authority to sign Certified Copy of Resolutions (CCR), stating that TIES is authorized to borrow from a lending firm, that TIES is authorized to establish and maintain financing arrangements with the lending firm, and that TIES is authorized to sign the lending firm's legal documents."

Agenda Item 7.0: Consent Agenda Items - Regular: Dr. John Schultz moved, seconded by Ms. Denise Pontrelli, approval of the consent agenda. The motion carried unanimously.

The consent agenda items approval included: the minutes of the June 22, 2016 regular monthly meeting, the Treasurer's List of Disbursements for the period ending June, 2016, categorized as follows:

Claim payments for June, 2016		
Check:	201693-201697	\$ 3,447.12
	206266-206463	3,435,263.96
E-payments:	80006079-80006126	23,167.96
Wire Transfers:	90000224-90000231	96,953.55
Totaling:		\$ 3,558,832.59
Payroll for June, 2016		
Direct Deposit:	42898-43120	
Totaling:		\$ 435,235.40
Receipts for June, 2016		
Receipt:	11496-11537	
Totaling:		\$ 2,347,110.00

The following new hires: James Current, 1.0 FTE Software Developer, grade 6, effective July 5, 2016; John Miles Douglas, 1.0 FTE Software Developer, grade 6, effective July 5, 2016; Judy Kittleson, .50 FTE Guest Services, grade 1, effective August 1, 2016; Katie Kimsey , 1.0 FTE Client Services Representative I, grade 3, effective date July 5, 2016; Kathy Stalnaker, 1.0 FTE Education Technology Consultant, grade 6, effective July 5, 2016; Sean O'Donnell, 1.0 FTE Software Developer, grade 6, effective July 5, 2016; Sharon Wheeler, 1.0 FTE Guest Service/Payroll Clerk, grade 2, effective August 1, 2016; and the following resignations: Daniel Donahue, 1.0 FTE Software Developer, effective June 21, 2016; Kari Gerhart, 1.0 FTE Education Technology Consultant, effective August 5, 2016; Andrew Hakala, 1.0 FTE DevOps II, effective July 13, 2016; and Carla Staffa, 1.0FTE Education Technology Consultant, effective August 5, 2016.

The following 2016-2017 memberships with the Association of Metropolitan School Districts (AMSD) and Minnesota School Boards Association (MSBA), approval of all regulatory policies related to Payment Card Industry (PCI) compliance, and lease levy distribution.

Agenda Item 8.0: 2016-2017 Ad Hoc Teams: Mr. Jim Burgett moved, Mr. David Law seconded, approval of the three Ad Hoc Teams and their members. Governance Team: Jim Burgett; David Law; Scott Thielman. Finance & Facility Team: Mike Bash; John Schultz; Jim Skelly. Human Resources Team: Deb Henton; Dan Luth; Denise Pontrelli. The motion carried unanimously.

Agenda Item 9.0: 2016-2017 Regular Executive Committee and Ad Hoc Teams' Meeting Schedule: Mr. David Law moved, Dr. John Schultz seconded, approval of the meeting schedule with a change in the start time of the Executive Committee meetings from 7:00 a.m. to 7:30 a.m. The motion carried unanimously.

Agenda Item 10.0: Recommendation for Finance/HR/Pay Track: Shana Finnegan and Denise Sundstrom presented to the Executive Committee the process that they have been working through regarding the replacement of TIES' financial, payroll, and human resources systems. There were three tracks: Track 1: Evaluate/select other software products. Track 2: "Refactor" TIES' current product. Track 3: Co-develop a product with other non-profit partners using best of features from each product. Based upon the information gathered to date, the recommendation is to proceed with Track 1. Dr. John Schultz moved,

Dr. Deb Henton seconded, approval to proceed with Track 1 and discontinue work with Tracks 2 and 3. The motion carried unanimously.

Agenda Item 11.0: Snelling Avenue Improvement Project: Phil Belden discussed with the Executive Committee a project that will be taking place next year by the Minnesota Department of Transportation (MnDOT) in cooperation with Ramsey County on Snelling Avenue. A temporary land use agreement will be needed between TIES and MnDOT/the County. This is due to a turn lane being added on the east bound side of Larpentuer Avenue. Dr. Deb Henton moved, Dr. John Schultz seconded, approval to enter into land use agreement with MnDOT and Ramsey County. The motion carried unanimously.

Agenda Item 12.0: Coordinator Report: Mr. Steve Buettner, from Edina Schools, introduced himself as the new Coordinator Rep. There was no July TIES Coordinator meeting to report on. Meetings will start up again in August.

Agenda Item 13.0: Executive Director Report: Dr. Mark Wolak reported that the Customer Experience Center opened this month, working on his goals summary, had a successful trip to Iowa (edSpring), and taking time to meet with the chiefs offsite to develop goals aligned with the Strategic Plan and plan for the successful completion of these goals.

Dr. Deb Henton moved, seconded by Dr. John Schultz, adjournment of the meeting at 8:50 a.m., the motion carried unanimously.

Respectfully Submitted,
Dr. Deb Henton, Clerk